HCA London

COURSE TITLE:
INFORMATION HANDLING

MODULE	MODULE NAME	OBJECTIVE
1	Introduction to Information Handling	To introduce the meaning of information handling, explain why confidentiality matters, and highlight the importance of securely managing sensitive information in care settings.
2	Understanding Key Terms of Information Handling	To describe key terms explaining how these terms form the foundation of safe information management.
3	GDPR (6 Privacy Principles Contained Within GDPR)	To outline the six key GDPR privacy principles and explain how they guide the secure and lawful handling of personal information in care.
4	Use of Digital Tools in Information Handling	To describe how digital tools such as electronic health records, secure databases, encrypted emails, and mobile apps support accurate, safe, and efficient information handling.
5	Principles of Secure Data Storage and Disposal	To explain how to store data safely in both paper and digital formats, and how to securely dispose of personal information when it is no longer needed, in line with GDPR requirements.
6	Incident Report and Breach Management	To explain what constitutes a data breach, why incident reporting matters, and how care workers should respond when breaches occur to maintain compliance and trust.